



Physical Information Assets: End to End Processing and Project Management

Services for SA Government Agencies

Background

- Bachelor Information Studies, Records & Archives Management specialisation (CSU)
- Master of Information Studies, Data Management specialisation (CSU)
- Associate Member Records & Information Management Professionals Australasia (RIMPA)
- Associate Member Australian Society of Archivists (ASA)
- Associate Member Australian Library & Information Association (ALIA)
- Working on a wide range of records and archives projects since 2007 and experience in SA Government agencies with Dox in the Box, including application of GDS 30, GDS 32 and relevant RDS
- **Retrospective records management** (NSW), including functional retention schedule development and implementation, organising, listing, sentencing and disposal of fifty years' accumulation of unprocessed records, 2008-2009
- **Arrangement and description** of Australian National University archives (applying NAA AFDA) and Australian business and labour collections held by the Noel Butlin Archives Centre, ANU, 2011-2020

Sentencing and Disposal

- Thorough **appraisal** of file contents to determine the most appropriate **classification**
- Comprehensive **description** of file contents for each entry, facilitating **review** and **authorisation** of Expired Temporary records and **transfer** of Permanent records to State Records SA
- Complete documentation for **destruction** and/or **transfer** to State Records SA, as appropriate
- **Liaison** with State Records SA, destruction and storage providers and follow up support as required

Additional Services

- **Policy, procedures** and **workflows** development and/or revision
- Archival management, including **preservation** (preventative conservation) and **storage** of long term and permanent records retained by the agency
- Digitisation for **preservation** and/or **access** including value adding through **indexing**

Testimonials

“One of the best decisions we have invested in has been having Deb from Doxlite manage our school records. The task was overwhelming and we did not have the knowledge or expertise necessary, but also the time to dedicate to ensure that our records had integrity and that we met compliance. With quiet efficiency Deb completely organised our records room. Her excellent communication with us ensured that we knew exactly what to keep on site, send offsite for storage and dispose of unnecessary documentation. Deb’s depth of knowledge combined with her vast experience means we now have complete confidence that our records hold useful data and that we have met all criteria in accordance with the Departments legislation and compliance expectations.”

Susan Lane, Paringa Park Primary School, May 2023

“Deb has worked with us for 7 months, on specific projects, and in that time has demonstrated a deep understanding and experience in records management and disposal and has been integral in providing these services.

She is dedicated, professional, approachable and knowledgeable, with prodigious output and impressive work ethic.

At all times she has represented Docs in the Box in an exemplary manner, has fitted in well with client cultures, and adapted quickly to the unique requirements of each project.

I have no hesitation in recommending her for the types of services she will be offering.”

Shane Wilkinson, Docs in the Box, July 2019

Competitive sliding scale rates. All enquiries welcome!

Deb Leigo

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website coming soon!

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